

**COVENTRY HOUSING AUTHORITY**  
**MINUTES**  
**SEPTEMBER 15, 2010**

The Town of Coventry Housing Authority met in regular monthly session on Wednesday, September 15, 2009. The Chairman, Robert DiPadua at 4:20 p.m., called the meeting to order and the following commissioners were present: Rebecca Parenteau, Maurice DeGraide, Paul Pasch and Rosalie Jalbert. Julie Leddy, Executive Director and Arthur Capaldi, Legal Council were also present.

Chairman DiPadua explained that the first part of the meeting was a public hearing to discuss the Annual Plan for the Housing Authority. Julie explained that, according to the Health Care Act, if a Housing Authority is designated as a High Performer with less than 550 units, many former requirements were taken away. Therefore the annual plan requirement is to submit a Capital Fund Annual Statement on any open modernization accounts as of June 30th and a statement on projected fund receipts of the 2011 capital fund. The Authority is also required to report changes to the policies of the agency. Julie discussed and explained annual statements for 501-08, 501-09, 501-10 and 501-11. After completion of discussion, motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to approve the Annual Plan. All board members were polled and all voted aye.

There being no further business to discuss motion was made by

**Commissioner Jalbert and seconded by Commissioner DeGraide to adjourn the meeting for public hearing. Motion carried with all in order.**

**Motion was made by Commissioner Pasch and seconded by Commissioner DeGraide to open the regular session of the meeting. Motion carried with all in favor.**

**The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rebecca Parenteau, Maurice DeGraide, Paul Pasch and Rosalie Jalbert. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.**

#### **MINUTES:**

**Motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to approve the minutes of the August 18, 2010 meeting as presented. Motion carried with all in favor.**

#### **TREASURER'S REPORT:**

**After review of expenditures, motion was made by Commissioner Parenteau and seconded by Commissioner DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**The Year To Date Financials show that, in Public Housing,**

reserves remain high at 86% through May 31st, income remains above budget by approximately 5% with

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operating expenses over by 7% due to the seasonal workflow and utility expenses. In Section 8 the Authority continues to be leased above 95%, producing a continued net profit in admin expenses and will continue to over lease (around 285 vouchers) for the remainder of the year in order to maximize the HAP funds allocated to the agency.

#### **EXECUTIVE DIRECTOR'S REPORT:**

Julie reports that on the NRT sidewalks/paving project the Authority is awaiting resolution from the contractor on two water logged areas. Funds are being held from their contract and this matter should be resolved by October 1st. On the roofing at NRT, a final walk through was done on September 7th and they are scheduled to come back for issues with the vinyl siding.

The first handicap unit at the Authority has become vacant at Carley Drive. This unit is in dire need of updates and there is a contractor on site. The unit will be completed by the end of the month.

The Board of Canvassers was at Knotty Oak Village on Tuesday, September 14th for the primary. All residents were advised of the use of the Hall for that day.

**The Authority was well prepared for Hurricane Earl as well as any future storms. Julie attended the Emergency Management committee meeting with the Town and State on September 1st, 2nd and 3rd and will continue to attend in the future.**

**Harry Renquist has retired from employment effective September 1st. Harry was an employee for just over ten years and was wished well with cake and pizza. Julie has advertised for a Maintenance position and plans to hire two people during the interview process. There are currently two temps scheduled to work through September 17th.**

**Julie informed the board that she is pleased that the Authority received the State Weatherization grant for eligible work at NRT up to \$500,000. The Authority was contacted by an energy auditor to review the property and make appropriate recommendations for energy savings. She anticipates at a minimum the replacement of boilers in Buildings 2, 3, 5 and 6, which have been in service since 1982.**

**Julie attended the Rutgers Executive Directors Education Program from September 8 – 13 in DC.**

**The PHARI minutes are included in today's packet. Julie received an e-mail yesterday regarding the PHARI Annual Dinner meeting. It will be held on November 4th at the Crowne Plaza**

**The four air conditioning units are up and running in the Community Center. Attorney Capaldi send a letter to the contractor and someone was sent to repair them.**

## **MAINTENANCE REPORT:**

**Power washing is being done professionally and is going very good. Some of the roofs were also cleaned.**

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## **HOUSING REPORT:**

**In Public Housing, five units are being worked on. In Section 8, the Authority is at 274 for August, which is 97% and Crossroads had one vacant unit in August, which has already been rented.**

**RESIDENTS SERVICE COORDINATOR: No Discussion**

## **FAMILY SELF-SUFFICIENCY:**

**Erin is working on exploring the opportunity of offering GED classes here at the Authority in collaboration with Literacy Volunteers of Kent County.**

## **CORRESPONDENCE:**

- Letter from RIH regarding Weatherization**
- RI Department of Elderly Affairs regarding Safety and Security Plan**

**COMMITTEE REPORTS:** Julie would like to schedule a meeting with the Building Committee for next week.

**UNFINISHED BUSINESS:**

Chairman DiPadua informed the board that he spoke to former Commissioner Robitaille's son, who told him that he would call him back. Julie also spoke to Rudy's son. As soon as he calls back, plans will be made for Rudy's presentation.

**NEW BUSINESS:** None to Discuss

**EXECUTIVE SESSION:**

Motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to go into executive session to discuss a personnel matter. All board members were polled and all voted aye. Upon conclusion of executive session motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to return to open session. All commissioners were polled and all voted aye.

There being no further business to discuss, motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to adjourn. Motion carried with all in favor.

**GAIL T. WOODWARD**  
**RECORDING SECRETARY**